

OJT TIPS SHEET

Eligibility	Formula Funds	Job Driven NEG (MO-40)
	Eligible for either: 1. adult 2. dislocated worker; or 3. youth	Eligible for either: 1. Dislocated Worker 2. Target long term unemployed defined as 27 or more weeks of UI benefits
Funding	Based on local formula funds. (Training)	Funding is awarded by DWD. Underutilized funds may be deobligated and redistributed.
Employer Approval		Email the following information to the OJT State Coordinators: Jeanna.Caldwell@dhewd.mo.gov or Mike.Chittum@dhewd.mo.gov <ul style="list-style-type: none"> • Position description • O*Net Codes • Number of positions • Wages of each separate position • Total funds requested • Brief outline of the employer and if applicable, employer website
Process	Based on local regional protocol.	
Contract Process	Based on local regional protocol.	MUST fax or email a copy of contract and training outlines to Jeanna.Caldwell@dhewd.mo.gov or Mike.Chittum@dhewd.mo.gov Contract maximum= 1040 hours The maximum reimbursement wage

For additional information about Missouri Office of Workforce Development services, contact a Missouri Job Center near you. Locations and additional information are available at jobs.mo.gov or 1-888-728-JOBS (5627).

The Missouri Department of Higher Education and Workforce Development is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.

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